

Managers' User Guide

There are three additional tabs at the top of StaffLink for Managers. These allow you to modify team users, user neighbourhoods and user services.

Modify Team Users

If you manage more than 1 team, use the dropdown menu to select the team to modify;

>Adding a User

- Click the 'Add New User' button
- Choose the user from the dropdown list which is in alphabetical order by first name
- Select the user and click the Save button.

If the user does not appear in the list, they do not have a StaffLink account. Please email staff.link@leicspart.nhs.uk and if they have a global address (AD) record we will create an account for them.

>Removing a User

- Click the 'Delete' button on the user's row

If the user cannot be removed, please contact staff.link@leicspart.nhs.uk and we will remove the user for you.

Modify User Neighbourhoods

- Select the user in your team from the drop down list
- Delete any incorrect neighbourhoods using the 'Delete' button
- Select 'Add New User-Neighbourhood' and choose the new neighbourhood for the user from the list. Click 'Save'

A user can have multiple neighbourhoods but each must be added individually.

Modify User Services

- Select the user in your team from the drop down list
- Delete any incorrect services using the 'Delete' button
- Select 'Add New User-Service' and choose the new service for the user from the list. Click 'Save'

A user can have multiple services but each must be added individually.